

Field Training Officers

417.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Easton Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO) (COMAR 12.04.01.17(F)).

417.2 POLICY

It is the policy of the Easton Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

417.3 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties and be in compliance with state mandates related to field training (COMAR 12.04.01.17.) The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

Field training (COMAR 12.04.01.17):

- (a) Shall include activities designed to familiarize the individual with the duties of the officer position, as defined and administered by this department.
- (b) Shall be no less than the Maryland Police Training and Standards Commission (MPTSC)-required duration
 1. 240 hours of Field Training after successfully completing entrance-level training
- (c) Shall be monitored by the Chief of Police and the FTO Coordinator.
 1. Trainees shall be under the direct supervision of an FTO or other approved officer as provided in COMAR 12.04.01.17(G).
 2. If a field training officer is not available, a police officer of supervisory rank from the law enforcement agency employing the individual.
- (d) Exception to Supervision during Field Training
 1. For a period that does not exceed 10 percent of the total time of an individual's field training, the individual may be under the direct supervision of a police officer of the law enforcement agency who is not a field training officer or police officer of supervisory rank
 2. Under extenuating circumstances when a field training officer or officer of supervisory rank is not available for at least 89 percent of the total time of an

Easton Police Department

Policy Manual

Field Training Officers

individual's field training, the agency head may request the MPTSC Deputy Director to approve alternative supervision during the individual's field training.

3. The MPTSC Deputy Director may approve an alternative to the supervision required by this section during Commission-approved field training:
 - (a) For a limited period of time, as determined by the MPTSC Deputy Director, and
 - (b) Under conditions and circumstances specified by the MPTSC Deputy Director.
 4. During field training, an individual who is engaged in specialized training or orientation duties that do not entail enforcement functions:
 - (a) May engage in that training or those duties for up to 5 percent of the total time of the individual's field training; and
 - (b) While engaged in that training or those duties is not required to be under the direct supervision of a field training officer of supervisory rank.
 5. If an individual successfully completes the law enforcement agency's field training, the law enforcement agency head, or the individual designated to supervise field training shall:
 - (a) Complete and submit a written statement to the Commission indicating that the individual has successfully completed the required Commission-approved field training; and
 - (b) Sign and date the statement.
- (e) Should include procedures for:
1. Issuance of training materials to each trainee at the beginning of his/her field training.
 2. Daily and weekly evaluation and documentation of the trainee's performance.
- (f) A multiphase structure that includes:
1. Daily (Job Observation Record Form 46) and Weekly Evaluations (Progress Report Form 16) completed by the FTO's involved with the trainee and submitted to the FTO coordinator.
 2. Assignment of the trainee to a variety of shifts and geographical areas.
 3. Retention of all field training documentation in the officer trainee's training file for no less than 3 years, including (COMAR 12.04.01.17(H):)
 - (a) Field Training Guide and Checklist (Form 36.)
 - (b) All daily Job Observation Reports and weekly Progress Reports.
 - (c) The field training officer's final competence report on each individual participating in the field training.
 - (d) A letter of completion certifying that the trainee has successfully completed the Field Training requirements.

Field Training Officers

417.4 CHIEF OF POLICE

The Chief of Police shall be responsible for appointing a department FTO Coordinator, and assigning each candidate to a certified Field Training Officer (FTO.)

417.5 FTO COORDINATOR

The Chief of Police shall delegate certain responsibilities to an FTO coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Commander or the authorized designee (COMAR 12.04.01.17(C)).

The FTO coordinator may appoint a senior FTO or other designee to assist in the coordination of FTOs and their activities.

The responsibilities of the coordinator include, but are not limited to:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Maintaining and ensuring FTO and trainee performance evaluations are completed.
- (d) Maintaining, updating and issuing department training materials to each FTO and trainee.
- (e) Developing ongoing training for FTOs.
- (f) Mentoring and supervising individual FTO performance.
- (g) Monitoring the overall performance of field training.
- (h) Keeping the Shift Supervisor informed through monthly evaluation reports about the trainees' progress.
- (i) Maintaining liaison with FTO coordinators from other law enforcement agencies.
- (j) Maintaining liaison with police academy staff on recruit officer performance during academy attendance.
- (k) Performing other activities as may be directed by the Patrol Commander.
- (l) Completing and submitting a written statement to the MPTSC for each recruit upon successful completion of field training (COMAR 12.04.01.17(G)).
- (m) Establishing guidelines and procedures for the evaluation of FTOs and trainees (COMAR 12.04.01.17(F)).

417.5.1 FTO COORDINATOR TRAINING

The FTO coordinator is required to successfully complete the following courses prior to appointment to this position (COMAR 12.04.01.17(C)):

- (a) An MPTSC-approved supervisor training course.
- (b) An MPTSC-approved FTO course.

417.6 FTO SELECTION, TRAINING AND RESPONSIBILITIES

Easton Police Department

Policy Manual

Field Training Officers

417.6.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

- (a) Desire to be an FTO.
- (b) Experience, which shall include a minimum of two years of police experience.(COMAR 12.04.01.17(D).)
- (c) Demonstrated ability as a positive role model.
- (d) Evaluation by supervisors
- (e) Possession of, or ability to obtain, department-approved certification.
- (f) Approval by the MPTSC as an FTO.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

417.6.2 TRAINING

An officer selected as an FTO shall successfully complete an MPTSC-approved FTO course prior to being assigned as an FTO (COMAR 12.04.01.17(D)).

All FTOs shall successfully complete an FTO update course approved by the MPTSC every four years while assigned to the position of FTO (COMAR 12.04.01.17(D)).

417.6.3 TRAINING MATERIALS

The FTO shall receive training materials (Field Training Manual and Checklist Form 36) outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

417.6.4 RESPONSIBILITIES

The responsibilities of the FTO include, but are not limited to (COMAR 12.04.01.17(F)):

- (a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.
 - 1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
 - 2. The FTO shall sign off all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.
- (b) Completing and reviewing daily performance evaluations with the trainee each day.
- (c) Completing and submitting a written evaluation on the performance of his/her assigned trainee to the FTO coordinator on a daily basis.

Easton Police Department

Policy Manual

Field Training Officers

- (d) Completing a detailed weekly performance evaluation of his/her assigned trainee at the end of each week.
- (e) Completing a monthly evaluation report of his/her assigned trainee at the end of each month.
- (f) Providing the shift supervisor with a verbal synopsis of the trainee's activities at the end of each day or during any unusual occurrence needing guidance or clarification.